



Facility Management Quarterly

www.hamiltoncountyohio.gov/facilities

2009 Fourth Quarter News

Letter from the Director

We have submitted our Department Budget for 2010, and we are going in with a \$2.1 million reduction in General Fund spending. At this time the proposed budget does not include any layoffs, assuming that all of our staff is taking furloughs in 2010. We are in discussions with each of the three unions concerning this issue, as their cooperation is needed in this manner.

As a result of this, our service levels and response times will be at a level below what we have provided in the past, and will continue to decline, until revenues are equal to or greater than the expenses in the General Fund. The back log of Work Requests will continue to increase. Management staff will determine which one needs to be done first, to ensure the on going operation of the facilities. Also, overtime will be held to the least amount needed in all facilities.

There will be a Department-wide meeting in November after the BOCC approves the 2010 Budget. At that time, I will share some more thoughts on where our Department is headed during this state-wide budget crisis, and do my best to answer any questions you may have. You can either drop your questions to me by e-mail rwl@cms.hamilton-co.org, or a note in the inter-office mail. I will try to answer all of the questions at that meeting.

Our Department was recognized in the September issue of BUILDINGS as a "Leader in Energy Management and Sustainability". I wish to thank all of you for your efforts in helping us achieving this honor! We were the only Government organization out of the twelve Facilities Management organizations listed.

- Ralph

Holiday Schedule for 2009 Fourth Quarter

Veterans' Day	Wed., November 11, 2009
Thanksgiving Day	Thursday, November 26, 2009
Day after Thanksgiving	Friday, November 27, 2009
Christmas Day	Friday, December 25, 2009

Reminders Personal Holiday

If you have not used your Personal Holiday yet this year, remember to do so before December 31, 2009. If you don't use it – you'll lose it.

Earned Personal Day

If you have not used any sick time during the period of May 1 – August 31, 2009, you are entitled to an "Earned Personal Day".

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You must use this day before December 31, 2009. If you do not use your day, it will be paid out in the third pay period of next year.

Inventory

We are currently in the process of setting up handhelds for tracking inventory. It involves the use of a PDA with a barcode scanner. Building Managers and Trades Foremen will be able to use a PDA to scan their inventory, and then compare it against items listed in the Archibus system. We are distributing new barcode labels for multiple reasons. Some items are not barcoded, some are hard to read, and the current labels do not read with the barcode scanners. It is our hope that this new process will be quicker and more efficient for all parties involved.

United Way/Community Shares

In the Community Shares Campaign, we pledged and collected \$75.00. For United Way, we collected \$102.00. Thanks to everyone that contributed!

Safety News: Facts about Swine Flu (H1N1)

By Steve Sears

What are the signs and symptoms of this virus in people?

The symptoms of 2009 H1N1 flu virus in people include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus have also reported diarrhea and vomiting. Severe illnesses and death have occurred as a result of illnesses associated with this virus.

includes pregnancy, diabetes, heart disease, asthma and kidney disease. One thing that appears to be different from seasonal influenza, is that adults older than 64 years do not yet appear to be at increased risk of 2009 H1N1-related complications, thus far. CDC laboratory studies have shown that no children, and very few adults younger than 60 years old, have existing antibody to 2009 H1N1 flu virus; however, about one-third of adults older than 60 may have antibodies against this virus. It is unknown how much, if any, protection may be afforded against 2009 H1N1 flu by any existing antibody.

In children, emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Severe or persistent vomiting
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough

In adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

Please check on the elderly in your communities daily! Their families may not be living in town, and they may not have anyone checking up on them. You could make the difference between life and death!

How long does the flu last, and what is the incubation period?

The Swine flu can last up to 7 days, and a person is contagious from 1 day before showing symptoms until they are fever free for 24 hours (without a fever reducer). The incubation period is 2-7 days, but typically appears in 3-4 days.

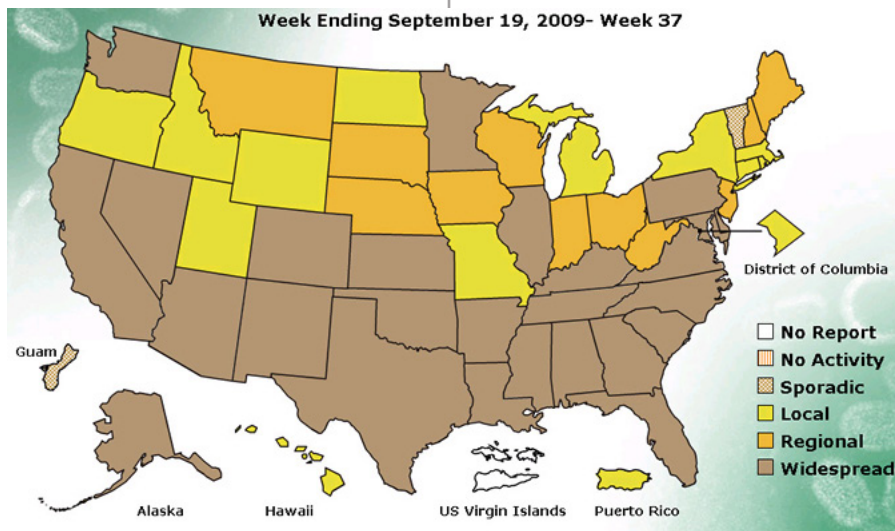
CAFM Corner

Shared Services with ARCHIBUS

By Michelle Ray

We recently signed a Service Agreement with Hamilton County Public Health for the use of our Archibus system. They will be using the system to manage their general fund inventory and their emergency inventory, as it relates to Public Health Emergency Events. We are planning to use the Emergency system for the H1N1 Anti-Viral and Vaccination Events in 2009.

Continued on page 5



How severe is illness associated with 2009 H1N1 flu virus?

Illness with the new H1N1 virus has ranged from mild to severe. While most people who have been sick have recovered without needing medical treatment, hospitalizations and deaths from infection with this virus have occurred.

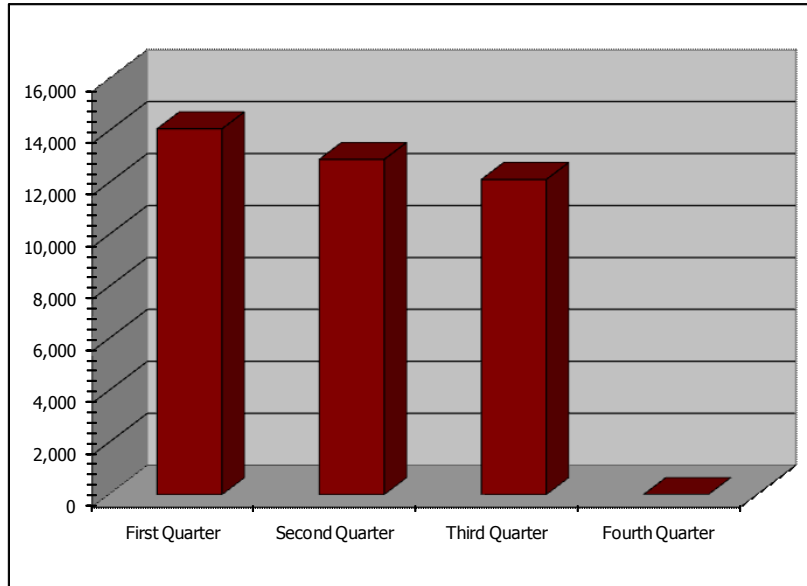
In seasonal flu, certain people are at "high risk" of serious complications. This includes people 65 years and older, children younger than five years old, pregnant women, and people of any age with certain chronic medical conditions. About 70 percent of people who have been hospitalized with this 2009 H1N1 virus have had one or more medical conditions previously recognized as placing people at "high risk" of serious seasonal flu-related complications. This

Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

Work Requests Completed by Problem Type

Third Quarter 2009

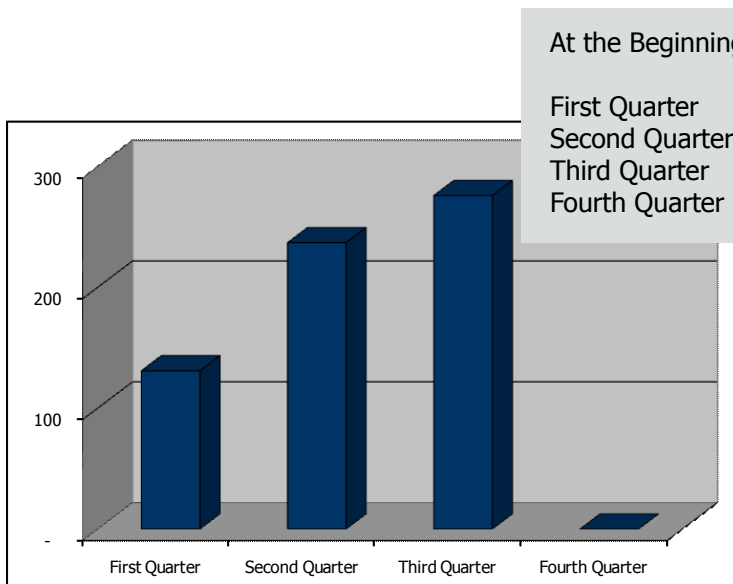


First Quarter	14,086
Second Quarter	12,907
Third Quarter	12,135
Fourth Quarter	
Year-To-Date	39,128

American Corrections Association	21
Americans with Disabilities Act	0
Audio Visual	6
Blinds	19
Replacement of damaged ceiling tiles	84
Cleaning	2,022
Compliance Management Inc.	8
Computer	50
Conference room configuration	98
Copier Issues (JFS only)	121
Custodial Services	657
Deliveries for other dept w/in your bldg.	746
Doors	662
Drywall patching/replacement	50
Electrical issue	821
Electronic (CMC only)	3
Building Automation System	30

Electronic Security System	2
Electronic Lock	103
Repair TV's, Remote's, Amp's, DVD/VCR	2
Elevator Repairs/Maintenance	81
Escort Non-badge Persons	47
Escort LEADS	1
Escort Non-LEADS	12
Drills, Fire Drs/Smoke Evac./etc.	17
Fire Suppression System	8
Fire System Repair/Maintenance	70
Fleet Management issue	432
Flooring Repair	104
Furniture/Furnishing issue	819
Grounds/Landscape	293
Hillcrest Hygiene Supply Kit	6
New installation	314
Purchase Supplies, Stock Inv, Distribute	272
Jared's Law	3
Make/change keys	283
Appliance Repair, Food Cart Repairs	140
Kitchen Failure	32
Kitchen Inspection	30
Laundry Services	307
Leaking problem	199
Light bulb	2,327
Mechanical problem	654
Move a piece of eq and/or furn	524
Non Electronic Lock	150
Paint as required	194
Public Emp. Risk Reduction Prog.	30
Pest control activities	144
Phone Problems	12
Plumbing problem	3,298
Police the grounds, restrooms, etc	86
Pre-Bag Filters	19
Preventative Maintenance	21,281
Project (Fac Mgmt only)	24
QA Inspections, All Inclusive	3
2-Way Radio, Repeater, Tests/Repairs	60
Move, Inv, Store, Transport, Records	25
Roof	28
Safety	164
Safety Services (CMCuse only)	1
Security Fixture Repairs	318
Signage	104
Special event setup	166
Store rooms - Maint. and BS	63
Stocking supplies in Tenant Areas	90
Stocking Trades Shops	3
Telecom - JC Visitor phones	47
Temperature is too cold	97
Temperature is too hot	174
Towing	1
Transporting	24
Waste Exposure	5
Window or glass problem	37

Open Work Requests at the Beginning of the Quarter - Third Quarter 2009



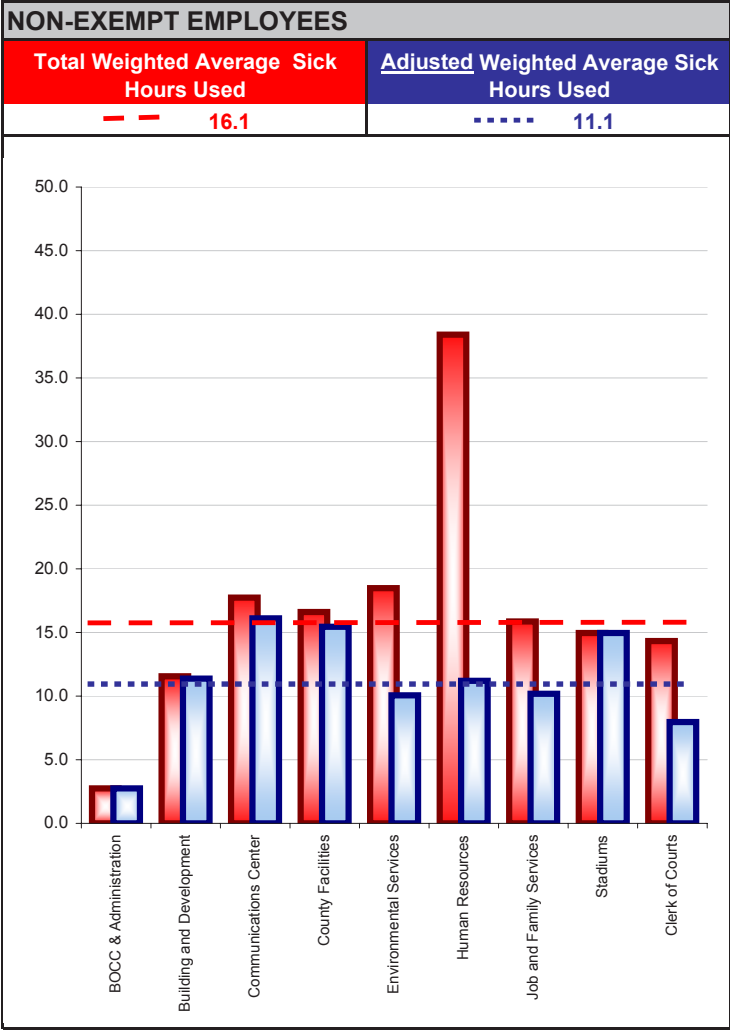
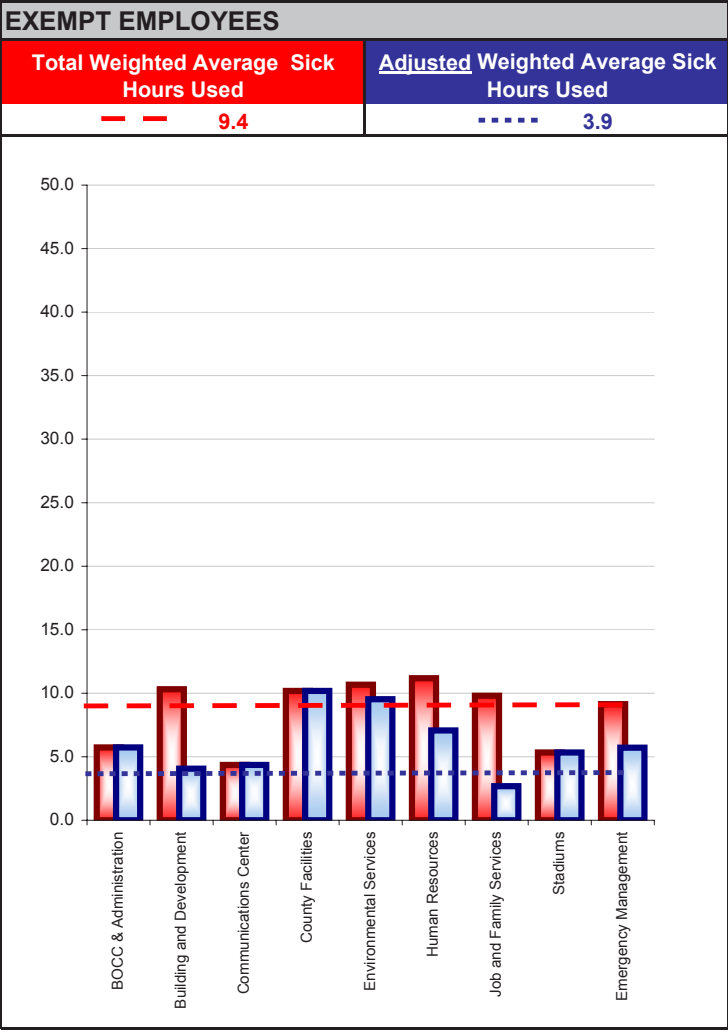
At the Beginning of:

First Quarter	131
Second Quarter	237
Third Quarter	276
Fourth Quarter	

Total 39,128

Hamilton County Board of County Commissioners: Quarterly Sick Leave Report

Weighted Average Sick Leave Usage per Employee:
County Facilities Trend Report



These charts show the weighted average quarterly sick leave usage for your department in comparison to the BOCC average for each quarter. This chart provides a snapshot of your department’s average sick leave usage over time, it should help you to identify any trends in usage. Additionally, it provides a snapshot of your department’s average sick leave usage compared to the average BOCC employee’s usage. From this chart you will be able to tell whether your department’s average sick leave usage is higher or lower than the average BOCC employee’s usage.

We are also in the process of signing a Service Agreement with the Hamilton County Park District, for the use of our Archibus system, as well. They have purchased Space Management, Furniture & Equipment Management, and Building Operations.

Other departments/agencies currently using Archibus:

- Environmental Services
- Juvenile Court
- MR/DD
- Probation
- Admin Svc
- Sheriff's Office
- Public Works
- Clerk of Courts
- Building Inspections
- Auditor's Office

Flu Shot Schedule

Here are the dates and locations for flu shots. If you are enrolled in the County's insurance, remember to take your insurance card and consent form with you, as it will be free of charge. Dependants covered by the County provided insurance (who are 18 and older) are also eligible for this program, children under 17 must go to their primary care physician to receive the vaccine. If you have declined County medical coverage, you may receive a flu shot for a \$22 co-pay, payable by cash or check at each location.



Sheriff's Ofc.-Hamilton Ave.	Oct. 13	7:15am-7:45am	Conference Room
Sheriff's Ofc.-Hamilton Ave.	Oct. 13	1:30pm-2:30pm	Conference Room
Broadway Bldg.	Oct. 14	9:00am-2:00pm	16th Floor
Hillcrest Training (Juv Ct)	Oct. 21	2:30pm-3:30pm	Medical Department
Engineers - Burlington	Oct. 22	8:00am-8:45am	Conference Room
Sheriff's Ofc. - Justice Ctr.	Oct. 23	7:00am-8:30am	Room 120
Courthouse	Oct. 23	9:00am-2:00pm	Room 455
Communications Center	Oct. 23	1:15pm-2:15pm	Conference Room
Sheriff's Ofc. - Justice Ctr.	Oct. 23	2:30pm-3:30pm	Room 120
Engineers - Newtown	Oct. 26	7:15am-8:00am	Conference Room
JFS. -Central Pkwy	Oct. 29	9:00am-3:00pm	6 SE 401
The Taft Law Bldg	Oct. 30	9:00am-1:00pm	3rd Fl. Media Room
County Administration Bldg.	Nov. 2	9:00am-3:00pm	Room 605-Hearing Rm
Engineers - Galbraith	Nov. 6	7:30am-8:15am	Conference Room
Engineers - Western	Nov. 9	7:00am-7:45am	Conference Room
250 W Howard Taft	Nov. 10	10:45am-11:45am	Conference Room C
Coroner	Nov. 10	12:15am-1:15pm	Conference Room
River City Correctional Center	Nov. 10	2:00pm-3:00pm	Medical Room

Healthcare Changes

Here is the updated information on your Medical & Dental Coverage, for 2010.

- Enter into a self-insured contract with Humana for medical insurance benefits and establish a medical self-insurance fund
- Increase the working spouse surcharge from \$10 per bi-weekly pay period to \$35 per pay period under the same terms and conditions as in 2009; and
- Modify employee contributions and benefit plan changes as attached.

Medical Insurance Plan Changes

- HMO office visit copay increase from \$15 PCP/\$20 Specialist to \$25 PCP/\$30 Specialist
- HMO Inpatient copay increase from \$100 to \$200
- HMO Outpatient copay increase from \$50 to \$100

- HMO Emergency room copay increase from \$75 to \$200 (waived if admitted)
- NPOS office visit copay increase from \$15 PCP/\$30 Specialist to \$25 PCP/\$40 Specialist
- NPOS deductible increase from \$250/\$500 to \$500/\$1000
- NPOS Urgent Care copay increase from \$30 to \$75

Employee Biweekly – Medical Contributions

Plan	Bi-Weekly Increase
Cvg First 2500	N/A
Cvg First 1000	N/A
Natl POS 250	
Single	\$16.52
Double	\$33.03
Family	\$51.21
HMO	
Single	\$19.10
Double	\$38.19
Family	\$59.19

Dental Insurance Plans

2010 Premiums (same rate as 2009)

DCP Premium	
Single	\$6.02
Double	\$11.70
Family	\$16.95
DCP Basic	
Single	\$4.03
Double	\$8.09
Family	\$11.32

More details to come, see Inger Rothering if you have any questions or concerns.

Employee Spotlight

By Michelle Ray



For over 5 years, Susan Bauer has been an Instructor for First Aid/CPR & AED, as part of the courses offered through Hamilton County. Susan took classes off-site in 2003, from the American Red Cross. She completed the Red Cross Challenge, and then took 2 more days of training to become an instructor. Susan often assists in the training and challenges offered at the County, and has recently helped with the CPR course/challenges for the Sheriff's department, via HR. Susan's effort has helped save the County thousands of dollars over the years, in money they would have spent on Red Cross Instructors.



Hamilton County Recycles!

Recycling conserves resources and energy while reducing pollution. If all the employees in the Administration Building recycled their paper in one year we would:

- Save 1,080 trees
- Conserve energy equal to 3,702 gallons of gasoline
- Reduce greenhouse gases equal to removing 44 cars from the road for a year

Recycling saves Hamilton County money! Any paper you throw in the trash we pay to send to the landfill, but the paper you recycle is picked up for free.

Recycling is easy. Simply collect your paper in the desk side recycling box and then empty the paper into a central collection area.

You Can Recycle:

Office Paper	Envelopes, with or without windows
Junk Mail	Index cards
Catalogs	Manila Folders
Shredded Paper	Colored Paper
Sticky Notes	Newspaper
Brochures	Magazines

For more information on how to recycle at work call the Hamilton County Recycling Hotline at 946-7766, or email michelle.balz@hamilton-co.org.



In the Community Birthdays

October

Mark Gadd
John Gehring
Pamela Gilbert
Gaynell Green
Luke Hall
Rodney Hamilton
Tim Howard
Richard Osterbrock
Glen Wilhoit
Ian Zellner
Jon Westerfield

November

Ken Kruse
Jerry Klein
Ralph Linne
Steve Hoegeman
Ernie Hedrick
Greg Jennings
Glenn Dupps
Bert Watts
Inger Rothering

December

Don Benbow
Darnell Edwards
Eva Warren
Robin Wallace
Kendall Gault
John Toll
Paul Hauser
Stephen Flammer



Years of Service

Five

James Helton

Ten

Martin Wilkinson

Announcements

- Bill Stautberg has been appointed as a part-time Real Property Specialist for the Facilities department. Welcome back, Bill!
- Congratulations to Jerry Klein who became a grandfather for the first time on August 20th. Jerry's daughter, Brianna, gave birth to a boy, Coleton John. He weighed 7 lb 12 oz and is approximately 20 inches long.

Ohio Traffic Law Changes

- If you find yourself driving in the rain, you should be aware of a new state traffic law that went into effect on July 1: Drivers are now required to turn on their headlights when they use windshield wipers in the rain. If you happen to forget, a law enforcement officer may stop you and give you a warning. However, violations of that provision won't result in a ticket until 2010.



- Drivers who see a tow truck at the side of the road will need to move over or slow down, just as they must for stopped police or fire vehicles. The law carries fines of \$300, plus court fees, for first-time violators. A second violation in a year carries a fine of \$500.
- Effective October 7, 2009, there is a change in the Child Booster Seat Law in Ohio. Children who are 4, 5, 6 or 7 years old, who weigh more than 40 pounds, and are less than 4'-9" tall, must be in a federally approved booster seat that works with a seat belt.